



SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Cover Manager
CONTRACTED HOURS	Full Time – 7:30am to 3:30pm (Monday to Thursday, 7.30am to 3.00pm Friday)
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 5, Points 16-20
REPORTING TO	Assistant Headteacher (Quality of Education)

JOB PURPOSE

To coordinate and lead the daily organisation of staff cover across the school, ensuring that lessons remain purposeful and well supervised during staff absence. The role is responsible for deploying cover staff effectively, communicating cover arrangements clearly and maintaining accurate records of absence and cover provision. The postholder will also supervise lessons where required and support the smooth running of the school day.

KEY TASKS & RESPONSIBILITIES

Key Responsibilities

- Coordinate and organise daily cover arrangements for teaching staff absences.
- Manage and deploy the cover supervisor team to ensure lessons are supervised effectively.
- Allocate appropriate staff to cover lessons in line with school procedures and priorities.
- Clearly communicate daily cover arrangements to staff in a timely manner.
- Maintain accurate records of staff absence and cover using the school's management systems.
- Monitor patterns of staff absence and report concerns to senior leaders where appropriate.
- Liaise with senior leaders and administrative staff to support the efficient operation of the school day.
- Respond calmly and effectively to changes in staffing during the school day.

Lesson Supervision

- Supervise classes during teacher absence where required.
- Ensure students follow the work set by the class teacher.
- Maintain good order and behaviour in line with the school's policy.
- Support a calm and purposeful learning environment.
- Report behaviour incidents or safeguarding concerns in line with school procedures.

Administration and Organisation

- Maintain and update the school's cover system and records.
- Monitor patterns of absence and report concerns where appropriate.
- Work closely with administrative staff, teaching staff and senior leaders to ensure effective communication.

- Prepare resources or instructions required for cover lessons where necessary.

Student Support and Behaviour

- Support the school's behaviour systems and expectations.
- Promote a positive and respectful classroom environment.
- Ensure safeguarding procedures are followed and report concerns appropriately

Working at Thomas Gainsborough School

At Thomas Gainsborough School we are committed to providing a personalised, aspirational and inclusive education that unlocks the potential of every student. Our work is guided by our mission of "Excellence: for each, for all."

Our school community is shaped by three guiding pillars:

- **Culture** – enriching students' lives through broad opportunities
- **Character** – developing confident, principled and resilient young people
- **Currency** – ensuring students achieve strong academic outcomes and future success

We are proud to foster a community where every individual is known, valued and supported, and where staff work collaboratively to help students flourish.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.



4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Application Closing Date: Tuesday 24th March 2026, 12pm
Interviews: Friday 27th March 2026

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> ● NVQ or equivalent in a relevant subject 	<ul style="list-style-type: none"> ● Previous experience working in a school environment ● Experience using cover management systems or MIS platforms ● Experience supervising students or working with young people ● Knowledge of School / Trust Computer systems
Literacy and Numeracy	<ul style="list-style-type: none"> ● Secondary education up to GCSE level or equivalent ● Ability to set out letters / documents and to use grammar correctly ● Able to carry out basic calculations accurately ● Computer literate ● Able to main routine records 	<ul style="list-style-type: none"> ● Competent and confident in use and interpretation of databases and spreadsheets.
Organisational	<ul style="list-style-type: none"> ● Excellent organisational and time management skills ● Strong communication and interpersonal skills ● Ability to work calmly under pressure and respond to changing circumstances ● Confidence supervising groups of students ● Strong administrative accuracy and attention to detail ● Good IT skills and confidence using school management systems ● Ability to work independently and as part of a team 	<ul style="list-style-type: none"> ● Knowledge of Trust's administrative procedures
Equipment / Materials	<ul style="list-style-type: none"> ● High level, accurate keyboard skills. ● Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
Research	<ul style="list-style-type: none"> ● Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> ● Ability to check stock deliveries accurately ● Ability to resolve a range of day-to-day problems, using own initiative. ● Know when it is appropriate to refer upwards 	

Planning	<ul style="list-style-type: none"> • Organised and methodical approach to admin tasks • Ability to manage and coordinate projects and in-house events 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	



INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:



The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.